

Minutes
City of Gresham Finance Committee
Wednesday, August 18, 2010 7 p.m.
Springwater Conference Room

Finance Committee Members Present:

Mike Bennett, Vice-Chair
Tony Palermini
Sue O'Halloran
Ron Ritter

Kris Leibrand (Recording Secretary)

Finance Committee Members Absent:

John Kilian, Chair
Gregg Marshall

Council Members Present:

Paul Warr-King, Councilor

Staff members in attendance:

Deborah Bond, Finance and Management Services Director
Julie Kallem, Budget Analyst
Ritha Metcalf, Cash Management Analyst

1. Convene Meeting

Acting Chair Palermini convened the meeting of the Gresham Finance Committee at 7:00 pm.

2. Public Comment

None.

3. Minutes of July 21, 2010

A motion was made by Mr. Bennett and seconded by Ms. O'Halloran to:

“Approve the minutes for the July 21, 2010 Finance Committee meeting as submitted”

MOTION CARRIED UNANIMOUSLY

4. Election of Vice Chair

Ms. Bond reviewed the changes to the terms for the Finance Committee officers. She said the chair and vice chair positions are now two-year staggered terms. This affects us this year because John Kilian was elected to fill the chair position, vacating the vice-chair position. Because the terms have to be staggered, the committee must vote for a one-year term for vice chair and vote next year for the vice chair for a two-year term.

A nomination was made by Ms. O'Halloran and seconded by Mr. Ritter to:

"Nominate Mike Bennett for Vice-Chair."

Motion Carried Unanimously.

Mr. Bennett accepted the position and took over as chair for the meeting.

5. Investment Policy Annual Review

Ms. Metcalf reviewed the changes as submitted in the memo included in the August 18, 2010 Finance Committee agenda packet. Ms. Metcalf said the changes were very minor and were mostly correcting grammar and rearranging some wording.

A nomination was made by Ms. O'Halloran and seconded by Dr. Palermini to:

"Approve the Investment Policy by the Finance Committee and recommend adoption by Council."

Motion Carried Unanimously.

6. Finance Committee Annual Report to Council

Ms. Bond said that the presentation of the Finance Committee annual report to Council has been rescheduled to September 21st because Chair Kilian had a conflict on September 7th. Ms. Bond asked for changes and updates to the report.

Councilor Warr-King commented that this is one of the few committees with limited turnover and good membership compared to the other committees. He said it is a premium committee to be on.

Mr. Bennett asked if there is anything the Finance Committee could do differently to help support the Council and if Council was pleased with our efforts. Mr. Warr-King said help us find more money to fund parks.

Dr. Palermini asked if there is any way we can communicate with Council on our input on reports that come before Council, such as the parks master plan. He said it might make a bigger impact if we let Council know that as a group the Finance Committee has comments one way or another on a topic.

Ms. Bond said the Finance Committee has done that in the past and provided the Council with feedback on issues and concerns.

Councilor Warr-King said that the Finance Committee feedback would add additional credibility.

Vice-Chair Bennett said that the Finance Committee can lend credibility by being a committee of citizens in the community that have reviewed the financial aspects of a topic and provided feedback to help the project succeed.

Ms. O'Halloran said the Committee hasn't had an opportunity to take a full look at the Green Ribbon Task Force report and would like to have an update on this topic put on the agenda as soon as we can.

Vice-Chair Bennett said it is part of the Finance Committee responsibilities to ask the tough financial questions. He said this committee could be used by Council and the other committees to add an additional level of refinement and credibility to the process and the proposal that eventually goes to Council for approval.

Ms. Bond said we can ask the Green Ribbon Task Force to give a presentation at the October meeting.

Action: Check with Mr. Abbate to schedule a presentation of the Green Ribbon Task Force update at the October 20, 2010 Finance Committee meeting

Ms. O'Halloran said she sees the Finance Committee's role helping the Green Ribbon Task Force to refine their focus in different aspects. She said it might give Council some comfort that they aren't the only ones on the front line.

Ms. Bond will review the Council's Preliminary Agenda and will watch for topics that the Finance Committee might want to weigh in on.

Vice-Chair Bennett said we need to change the mind set of other committees and staff so they want to come to the Finance Committee for a review of financial aspects of programs before their proposal goes to Council.

Ms. Bond mentioned that under the current Council Advisory Committee legislation there is supposed to be a quarterly meeting of all the chairs of the Council Advisory Committees. It was part of the design to help coordinate work plans. This topic could be brought up at those meetings once these quarterly meetings are initiated.

Councilor Warr-King said he will bring up the issue of the quarterly meeting of the CAC chairs with Councilor Strathern tomorrow.

Vice-Chair Bennett said that also written into the legislation was that once a year all the committee members get together to cross pollinate and talk about important things boiling to surface.

Dr. Palermini said that the Finance Committee annual report to Council looks good and noted that the Committee has done a lot in this year.

On a motion made by Dr. Palermini and seconded by Mr. Ritter, to:

"Approve the annual report to Council as presented."

MOTION PASSED UNANIMOUSLY

7. Committee Business

A. GDDA and Visitors Center Service Agreements

Ms. Bond said she has drafted a service agreement for the funds to be issued to GDDA and one for the funds for the Chamber Visitors Center. She said she will meet with Megan from GDDA to talk about the financial reporting and scope of work. She said the report included in the Committee packet is a first draft on the financial reporting format. She said GDDA has already started to move in the direction we talked about for reporting on a project basis. She said she still sees some things that need to be fixed, but they are making good progress.

Mr. Ritter clarified that they are separating the revenue and costs that are associated with the contract from their regular business and contributions/costs.

Ms. Bond said yes, this will be very similar to what we do here with the separation of funds. She said they are trying to get more discipline on how they do their bookkeeping and classification of account categories.

Dr. Palermini asked if this is putting the Finance Committee in a micromanager role.

Ms. Bond said no, the Finance Committee is asking them to report around their scope of work based on their objectives. She said they need to be able to report around those objectives.

Ms. Bond said that for the Visitors Center, the operational statement needs to be reported differently than GDDA.

Mr. Ritter said he is the chair of the Chamber's recently-formed finance committee. He said that committee will look at how we provide those numbers. He said they will find a way to identify what portions of the costs come from the money received from the city for Visitors Center activity.

Ms. Bond said we are making good progress on the agreements and should be able to have a report on the first period before the end of the calendar year.

Mr. Bennett said it's important to show the funds are being used to the best benefit to the City of Gresham.

Councilor Warr-King said we have talked about the incentive of promoting tourism and tying it into the room tax; it could get more funds for the Chamber.

Mr. Ritter said at the executive meeting this week there was discussion about doing more for tourism and business networking in the community. He said the Chamber is looking for a new CEO/Director but it will take time to find someone that will bring the vision to the table and move it forward.

B. Arts and Cultural Assistance Grants

Ms. Bond said that Council did approve 3 of the 4 grants that were received as part of the Gresham Arts and Cultural Grant program yesterday. She said she will be meeting with each grantee to let them know what our expectations are for reporting. She said there was money left over and Council approved a second round of applications. Those applications will be due about a month from now.

Ms. O'Halloran said we may need to have a grant writing class for many organizations because unless they have access to other resources many of them don't know how to tackle grant applications.

C. Other Updates

Ms. Bond said information on how turnback is prepared will be presented in October when Sharron Monohon will be here with a supplemental budget proposal.

8. Good of the Order

Meeting Adjournment

Vice Chair Bennett adjourned the meeting at 8:08 p.m.

Next regular Finance Committee meeting will be **September 15, 2010 at 7:00 in the Springwater Trail Conference Room.**

Mike Bennett, Vice-Chair

Kris Leibrand, Administrative Assistant